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[REDACTED] **SUPPORT OFFICERS' MEETING**  
**16 April 1964**  
**DD/S Conference Room**

1. Those present:

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[REDACTED]

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2. [REDACTED] reported on the following topics:

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a. [REDACTED] has been reassigned to the Office of Special Activities in the DD/S&T and has been replaced in SSA-DD/S by [REDACTED]

b. Only five Divisions and Staffs have replied to the previous request for safe houses in the [REDACTED] area which could be made available for use by DD/P TDY personnel during the [REDACTED]. In addition, only one property has been reported as available. SSA would appreciate the other Divisions and Staffs reporting on this matter promptly [REDACTED]

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c. There have been several complaints from Field Stations to the effect that Communications personnel have arrived PCS without having received adequate briefing at Headquarters on local administrative problems, living conditions, housing, and the like. In looking into this problem, SSA has determined that in general, Commo personnel going abroad PCS are processed exclusively by Commo and are not briefed by the Area Divisions prior to their departure. [REDACTED] suggested that possibly the matter could be improved by having all Commo personnel briefed by the appropriate Division Support Chief as part of his out processing. In the discussion that followed, it was agreed that Commo personnel should check in with the Division, but it was generally considered that the Division Personnel Officer was the more appropriate point of contact. [REDACTED] agreed to initiate such a procedure starting 1 May 1964.

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25 YEAR RE-REVIEW

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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d. Agency personnel contributed \$31,184 to the National Health Agencies and \$18,674 to the Joint Crusade during the recent campaign. While this represented 98 per cent participation, it should be noted that participation is based upon the number of envelopes returned regardless of what may be inside.

e. The DD/S departed on 14 April for a trip to Stations in Africa, Europe, and the Near East. While in [ ] he will conduct a Support Chiefs' Convention for Support Chiefs from EE and WE Stations. He plans to return to Washington on 8 May.

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f. The SSA briefed DD/P Staff Meeting of 15 April on the new State Department rules dealing with the use of less than first class air accommodations. An amendment to the Agency regulations is in process to adopt the same rule. The only exceptions to the less than first class rule are for the travel of (1) Ambassadors and Chiefs of Missions, (2) medical cases, and (3) trips where less than first class is not available and a delay would not permit the accomplishment of the mission.

Under the new rules a 24-hour rest stop may be authorized if the scheduled travel is excess of 14 hours. Several of the Support Chiefs raised the question of who in the Agency would qualify for an exception, and [ ] replied that probably exceptions would be limited to travel of Assistant Deputy Directors and above. In answer to a question, [ ] said the new procedure does provide for exceptions where less than first class air accommodations do not meet minimum standards of comfort and health. The new procedure will probably be effective for Agency personnel on 1 July 1964 although

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g. The Latin American Station Chief's Conference is in process now at [ ]. The DDCI and the DD/P went to the Conference on 15 April and the DCI plans to go to [ ] on 16 April.

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1. The DD/P has indicated that the [ ] has expressed concern about the number of official visitors, and Mr. Helms has asked the Chief, WE to monitor all requests for travel to [ ] and to turn down some requests if too many are going at the same time.

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j. Mr. Houston advises the Agency Retirement Bill still pending in the Senate Arm Services Committee. All material and information requested by the Committee has been furnished and [ ] advises that hearings on the Bill and subsequent consideration by the Senate will follow the Senate's consideration of the Civil Rights Bill. The Agency Bill was passed by the House on 30 October 1963. HR 10700, the new pay Bill which has strong administration support is presently undergoing hearings in the House of Representatives. The Bill reduces the amount of salary increases for Congress and Cabinet Officers from \$10,000 to \$7,500 and reportedly has a much better chance for passage than the previous Bill. [ ] has stated that the Bill provides for two part raises, one on 1 July 1964 and the second on 1 January 1965.

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k. DD/P security violations have increased from [ ] in January and February to 42 in March. This increase comes at an especially bad time since a great deal of attention is being given the subject by the front office as a result of an increased number of violations since we have moved into the new building. Until March, the DD/P violations had been decreasing; and in fact, immediately prior to the reset of the March figures, the SSA had sent the DD/P a report indicating that our record had been improving. In March, there were [ ] violations, compared to only [ ] such violations in the past two years. Primary offenders in March were: (1) FE, WH/SA, and WH--all of whom had [ ] violations, [ ] which had [ ] and [ ] EE, SR, and [ ]--all of whom had [ ]

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l. [ ] brought up a proposal by WE that the New York Times be sold at the principal building entrances. WE felt that it would be possible to substantially reduce the number of official subscriptions if the newspapers were made available for individual purchase. In the discussion that followed, the other Support Chiefs expressed the view that they had already reduced the number of subscriptions to the minimum and that WE's proposal would not result in additional reduction. Nevertheless, it was agreed to try the proposal on a modest scale. [ ] said he would take action on the matter.

m. In response to a question, [ ] advised that the proposed centralized travel office will probably start functioning in May. [ ] stated that space on the first floor close to Central Processing Branch was available and that primarily the matter hinged on receiving DD/P approval. [ ] agreed to follow up on the matter

n. [ ] asked if there had been any requests for changes in petitions approved since the new instructions had been imposed. [ ] stated that approximately four to five such requests had been approved and [ ] said that while petitions are in short supply, they are available to fill justified requests.

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